

## **Roles and Responsibilities of IDEA (2004) Mandated Activities Administrators**

**Project Director** is the person responsible for completing the grant's outcomes and activities. It is the responsibility of the Project Director to:

- Complete and submit the IDEA Mandated Activities Application form to the OSE-EIS Program Finance Unit.
- Prepare and submit mid-year and end of year written progress reports and updated budgets to the OSE-EIS grant manager with a copy to the Program Finance Unit. The progress reports provide current information about the project's progress toward meeting its goal. The mid-year budget information includes a comparative budget and financial statement, adjustments to the budget, and funds received. The second progress report also serves as the end-of-year report. The grant manager may request reports more frequently as deemed necessary.
- Complete a revised written action plan, as directed by the OSE-EIS grant manager, if strategies and data collected do not support the project's goals.
- Communicate with the OSE-EIS grant manager about the project's progress, obstacles or concerns. The OSE-EIS grant manager is the first line of contact at the Michigan Department of Education. Decisions to modify project outcomes, activities, timelines, and budget should be discussed with the grant manager.
- Work with the OSE-EIS Grant Management Team to maintain the project's direction and to resolve concerns or conflicts.
- Receive approval from the OSE-EIS grant manager regarding the release of publications, including news releases, reports, films, brochures, videos, and other project materials developed with grant funds.
- Work with the fiscal agent to prepare the budget. The project director spends funds according to the approved budget and communicates any funding concerns to the fiscal agent as well as the OSE-EIS grant manager.
- Ensure the grant funds are drawn and all narrative and financial reports are submitted to the Michigan Department of Education with a copy to the fiscal agent.
- Enforce the fiscal agent's employee/personnel guidelines and policies for annual, sick, and personal leave, holidays, work hours, and other employment standards.
- Provide recommendations to the fiscal agent relative to the hiring and firing of personnel and notifies the OSE-EIS Grant Management Team.
- Ensure the process for collecting data is followed, as described in the negotiated grant agreement for the project. Sign the negotiated grant agreement and implement the pertinent agreement sections along with the application's goals and strategies.

**Fiscal Agent** is the grant recipient and is primarily responsible for facilitating the

funding mechanism. It is the responsibility of the Fiscal Agent to:

- Collaborate and partner with the OSE-EIS Program Finance Unit, grant manager, and project director to receive project funds, maintain fiscal accountability, and insure project goals, objectives, and activities are implemented.
- Keep project director informed about status of funds and provide a financial report upon request.
- Sign-off on the negotiated grant agreement for the project and the final report.
- Establish employee/personnel guidelines including policies for annual, sick and personal leave, holidays, work hours, and other employment standards.
- Maintain employee benefits program and personnel records.
- Receive grant updates and reports from the project director, and support the project director in completing the outcomes and activities.
- Work with the project director regarding building lease arrangements (if pertinent).
- Work with project director to prepare the budget to draw funds based on previous expenditures and anticipated expenditures, prepare reports and immediately communicate funding concerns to the project director, grant manager, and Program Finance Unit, if necessary.
- Subcontract with other agencies for personnel, if necessary. The agency with whom the fiscal agent contracts is responsible for establishing and maintaining employee/personnel guidelines including policy for annual, sick and personal leave, holidays, work hours and other employment standards.
- Carry liability insurance and other necessary business coverage, and is bonded. Potential liability elements of the grants will be identified in each negotiated grant agreement.

Calculate the indirect rate according to the established indirect rate for that agency. If one or more subcontracts are established, it is the responsibility of the fiscal agent to negotiate with the contracting agencies regarding the indirect rate benefits.

- Know the business responsibilities according to the law and IRS rules.

**Grant Manager** is assigned by the OSE-EIS to manage an IDEA Mandated Activities project. This person is the first line of contact for all project matters. The responsibilities of the Grant Manager are to:

- Review the grant application and sign off on the Application Review Checklist, if 100% approvable. If the application is not 100% approvable, the grant manager works with the project director to resolve issues.
- Oversee the grant, monitor the progress of the grant toward meeting the outcomes

and activities, and the timelines. The grant manager, in conjunction with the OSE-EIS Grant Management Team, holds the project director and fiscal agent accountable for meeting program outcomes and the expenditure of funds.

- Communicate regularly with the project director about the project's progress.
- Know the project's outcomes, activities, and impact on the targeted audience.
- If necessary, visit the project site, attend advisory group meetings and, when possible, other project training meetings or in-service sessions.
- Review mid-year and end-of-year written progress reports and budgets to confirm the project is in line with the outcomes, activities, and data collected.
- Work with the project director to problem solve, resolve concerns, conflicts, and maintain the direction of the project. If the outcomes and activities are not being met, the grant manager may require a written action plan of correction from the project director.
- Inform the Grant Management Team of any grant concerns or when outcomes and activities are altered or changed.
- Ensure the Program Finance Unit receives a copy of the project's publications for the grant file.
- Monitor project activity, maintain clear lines of communication, and maintain objectivity to avoid conflict of interest.
- Update the OSE-EIS Director and staff on IDEA Mandated Activities developments, successes, and other topics of interest.
- Coordinate the document and product approval review process within the MDE for all grantees.

**Program Finance Unit** in the OSE-EIS maintains the IDEA Mandated Activities file, including the grant proposal, negotiated grant agreement, review criteria status, and reports. The responsibilities of the Program Finance Unit are to:

- Establish procedures for maintaining information pertaining to the IDEA Mandated Activities.
- Communicate with grant manager regarding the IDEA Mandated Activities application approval status and budget information.
- Establish and update IDEA Mandated Activities allowable cost standards.
- Prepare IDEA Mandated Activities State Board and Superintendent items for approval.
- Provide all necessary information regarding fiscal agent responsibilities to the fiscal agents.

- Ensure the competitive bid process is followed.
- Provide information and technical assistance for project directors, fiscal agents, and grant managers regarding allowable costs, accounting procedures, and program fiscal reviews.
- Resolve issues between grant recipients and the Michigan Department of Education's accounting unit relative to receiving funds.
- Log in submitted mid-year and end-of-year progress reports and inform the grant manager when a project is delinquent.
- Review and approve, based on the grant managers' recommendations the following: applications, all negotiated grant agreements, progress reports, budgets, amendments, and requests for capital outlay items.
- Notify grant managers and project directors before the end of the project period regarding their balance of funds to draw, to ensure funds are spent on a timely basis.
- Withhold grant funds based on the decision of the Director of the OSE-EIS.
- Develop a negotiated grant agreement process for IDEA Mandated Activities, when necessary.
- Initiate negotiated grant agreement meetings between the Michigan Department of Education, grant recipients, and fiscal agents.
- Approve the individualized negotiated grant agreements for each IDEA Mandated Activities Project, when necessary.
- Negotiate budget concerns between the Program Finance Unit, grant manager, fiscal agent, and project director.
- Conduct program fiscal reviews of the IDEA Mandated Activities Projects that study the programmatic and fiscal aspects of the grant.

## **General Understandings**

- Operation of the project is maintained in one of the following ways:
  - a. The project director operates the program and the fiscal agent implements the director's recommendations.
  - b. The grant recipient is the fiscal agent and the project director for the grant.

It is understood:

- a. grants are initiated at the Michigan Department of Education; and,
  - b. funds are federal set-aside funds used for meeting statewide needs. These needs are defined by a statewide needs assessment, focus groups, and the OSE-EIS priorities by law.
- The Michigan Department of Education, as grantor, accepts the personnel policies of the fiscal agent. The fiscal agent has the responsibility to provide the appropriate coverage for identified project staff.
- All parties participate in and agree to a negotiated grant agreement initiated by the OSE-EIS, when necessary. The Program Finance Unit, project director, grant manager, and fiscal agent sign the negotiated grant agreement for each project.
- Any fees collected from grant services or products are entered into a revolving fee account. These funds must be used within the current grant year and expended within 30 days of receipt for products, services, or activities.
- Attempts to resolve conflicts are first negotiated between the fiscal agent and project director. The project director informs the OSE-EIS grant manager. If the conflict cannot be resolved between the fiscal agent and project director, then OSE-EIS negotiates the conflict. If the recommendation is to "terminate the grant" or change fiscal agents, the OSE-EIS notifies appropriate supervisory staff and proceeds to effect the change. Ultimate responsibility for the grant rests with the OSE-EIS.
- Project outcomes, and activities are subject to revision based on the OSE-EIS State Performance Plan and reporting obligations.